

**Superior Court of California,
County of Yolo**

Job Announcement & Supplemental Questions

This announcement is to establish an eligibility listing which the Court will use to fill future vacancies for an undetermined period of time. Vacancies may be filled on a Limited Term basis.

**Legal Process Clerk I/II
Rec. #15-04**

Hourly Rate:

LPC I: \$12.02 – \$13.33

LPC II: \$13.99 – \$15.51

FINAL FILING DATE: Noon on Friday, February 20, 2015

POSITION SUMMARY

Legal Process Clerks accept, process, produce, and file documents related to the establishment and maintenance of a court-related legal record; perform daily office functions; and perform other related duties as assigned.

DESCRIPTION OF LEVELS

Legal Process Clerk I is the entry and trainee level class for the Legal Process Clerk series. At this level employees are required to learn to perform a combination of various court-related clerical functions of minimal to average difficulty.

Legal Process Clerk II is the journey level for this position. At this level employees perform at least one major assignment within a Court Division and are required to perform a combination of various court-related clerical functions of average difficulty. As experience is gained, the level of difficulty of the work increases, greater independence is exercised, and less detailed supervision is received.

ESSENTIAL DUTIES include, but are not necessarily limited to:

- Provide customer service that bestows fair and equal access to the Court
- Perform basic court-related clerical duties
- Perform computer & keyboard functions
- Set-up and maintain files in accordance with established policy in creating a court-related legal record
- Prepare, type and/or generate a variety of simple court-related legal forms, documents, notices, letters, orders and abstracts, as well as other correspondence related to legal filing and legal processes

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- Verify, enter, retrieve and update information and data, using a computer
- Record case information manually and/or electronically
- Open, date stamp, sort and distribute mail and other materials
- Work in accordance with California statutes and local ordinances
- Examine legal documents for completeness, signature and conformance with legal requirements. File legal documents and ensure they are placed in the appropriate record
- Accept, review, return, endorse, certify and/or file documents, and records-related information
- Maintain records and/or files
- Receive, receipt and post payments of fines, bails and filing fees
- Answer phones and assist customers
- In accordance with established policy, inform legal professionals, paraprofessionals and the general public on the use of proper procedures and forms for filing

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Arithmetic
- Alphabetical and numerical filing system
- Correct use of the English language including spelling, punctuation, and grammar
- California court system and criminal justice system
- Legal terminology

Skills and Abilities:

- Operate standard office equipment
- Type accurately
- Understand and follow written and oral instructions
- Use independent judgment
- Maintain the confidentiality of court-related records
- Accurately perform duties with attention to detail
- Establish and maintain effective working relationships
- Utilize word processing and calendar/electronic communication software
- Communicate effectively
- Prioritize, maintain and coordinate a heavy workload
- Interact with legal professionals, paraprofessionals and the public in a respectful manner

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EMPLOYMENT STANDARDS

Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying.

Legal Process Clerk I

Education: High school graduate or equivalent

Experience: Minimum of one (1) year general clerical experience

Substitution: One (1) year of full-time education beyond high school may be substituted for the required experience

Typing Speed: Type at a minimum speed of thirty-five (35) words per minute

Driver's License: Possession of a valid California driver's license may be required for some positions

Legal Process Clerk II

Education: High school graduate or equivalent

Experience: Minimum of two (2) years experience working in a court

Typing Speed: Type at a minimum speed of thirty-five (35) words per minute

Driver's License: Possession of a valid California driver's license may be required for some positions

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to use dexterity and coordination utilizing hands to finger, handle or feel objects, use a computer keyboard, view a computer monitor, handle files, single pieces of paper, stacks of papers, and reference and other materials; reach with hands and arms; and stoop and kneel. Hearing and speaking are needed to listen effectively and to talk with individuals in person and by phone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability of adjust focus.

The employee is frequently required to sit, stand, and move from place to place within the office. The employee is occasionally required to lift and/or move objects weighing up to twenty-five (25) pounds and reach for items above and below desk level. Lifting of objects weighing in excess of twenty-five (25) pounds will require team lifting. The noise and traffic level in the work environment are similar to a busy business office.

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Normal business hours: 8:00 a.m. to 5:00 p.m., Monday through Friday. Overtime may occur occasionally.

The employee is expected to adhere to all court policies.

BENEFIT PACKAGE

- CalPERS retirement (specific benefit determined per California Public Employee Retirement System regulations)
- Employees participate in Social Security, Medicare and State Disability Insurance.
- The Court offers access to CalPERS health insurance (6 HMOs and 3 PPOs). The Court contributes to the monthly cost as follows: Employee only: \$489.23 Employee +1: \$977.95 Employee + 2 or more: \$1270.99. An in-lieu health insurance benefit is available.
- Dental insurance enrollment is required and the Court contributes to the monthly cost as follows: Employee only: \$43.65, Employee +1: \$78.55, Employee +2 or more: \$128.45.
- Vision insurance enrollment is required and the Court contributes to the monthly cost as follows: \$13.30 (composite rate).
- Deferred compensation plans are available.
- A flexible spending account is available for qualifying medical or dependent expenses.
- The Court provides a \$10,000 life insurance policy and a \$10,000 accidental death and dismemberment policy at no cost. Employees may purchase additional coverage for themselves and dependents.
- Sick leave is earned at the rate of 8 hours per month
- New employees are granted 40 hours of vacation after 6 months of continuous employment, thereafter the rate of vacation accrual is 80 hours per year. The vacation accrual rate increases to 120 hours after 3 years.
- Additional benefits include up to 16 hours of floating holiday leave, 13 paid holidays and a comprehensive and confidential Employee Assistance Program.

Recruitment Process

This recruitment will establish an eligibility list which will be used for an undesignated period of time to fill future vacancies as the Court determines necessary. The Court reserves the right to re-recruit rather than select individuals from the eligibility list. To be considered for this position, applicants are required to submit the following to Yolo Superior Court Human Resources on or before the final filing date of this announcement:

- **A completed Yolo Superior Court application form (including required supplemental questions)**
- **A typing certificate (must be completed within one (1) year prior to the final filing date of this recruitment. See the Typing Certificate Guidelines on last page of this document)**

Court Human Resources will review the applications. Applicants who are successful in the screening phase will be placed on the examination eligibility list. Human Resources will notify successful applicants of their invitation to participate in the multiple choice exam.

Applicants who are successful in the examination phase may be contacted for an oral interview as vacancies occur. Reference checks are required before an offer of employment is made. In the event the Court extends an employment offer, a background check, and drug screen will be required.

Official Yolo Superior Court application forms and typing certificate guidelines are available on the Court's Web site, www.yolo.courts.ca.gov or may be picked up from the Court Human Resources at 601 Court Street, Woodland CA, 95695. Completed application, supplemental questions and typing certification may be submitted in any of the following ways:

- Mail to Yolo Superior Court Human Resources, P.O. Box 1290, Woodland CA, 95776
- Drop off at the Human Resources Department at 601 Court Street in Woodland
- Email to humanresources@yolo.courts.ca.gov
- Fax to Court Human Resources at 530-406-6883.

Application materials must be completed, signed, and **received by Noon on Friday, February 20, 2015.** If emailing or faxing, you are required to follow up with submission of the original application within three business days of the final filing date of this announcement.

For more information contact a Human Resources representative at 530-406-6881.

Legal Process Clerk I/II Required Supplemental Questions
(also found in employment application form)

Responses to these Supplemental Questions must be completed and submitted together with the required Court application form. Clarity, conciseness and completeness of answers are factors considered in the selection process. Responses to the Supplemental Questions will be used to evaluate your experience and qualifications for this position. Please place your name and the job designation “Rec. #15-04 Legal Process Clerk I/II” on each page of your response.

1. Please complete the chart below – identifying the number of years of clerical experience you have in each of the types of positions listed.

| Type of Experience | Number of Years Worked |
|---------------------|------------------------|
| Court clerical work | |
| Legal clerical work | |
| Other clerical work | |

2. Please provide a description of the experience you identified in Question 1.

3. Please tell us why you are interested in the Legal Process Clerk position with Yolo Superior Court.

TYPING CERTIFICATE INFORMATION

ON-LINE TYPING TESTS ARE NOT ACCEPTED

The Yolo Superior Court will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

REQUIREMENTS:

Each of these items must be seen or indicated in your typing certificate:

- Signature of Tester
- Agency Letterhead
- Gross Words Per Minute (minus the # of mistakes equals **net words per minute**)
- Minimum 3-Minute Typing Test
- Date Test Was Administered (within one (1) year prior to the final filing date of the recruitment)
- Number of Errors (Subtract 1 Word Per Error)

If any of this information is not on the certificate, it will not be accepted

TYPING TEST LOCATIONS

(please call agency to verify fees if applicable)

These are examples of some agencies that offer this service; however, you are not required to use one of these agencies. Agencies may charge a fee of approximately \$10 - \$20.

Express Personnel
250 W. Main Street Suite #200
Woodland, CA 95695
530-668-9675

Accustaff
19 Court Street
Woodland, CA 95695
530-662-8607

Yolo One Stop location (no fee for typing certificate)

25 North Cottonwood Street
Woodland, CA 95695
Tel. (530) 661-2641 – call for appointment

Sacramento One Stop locations (no fee for typing certificate)

2411 Alhambra Blvd.
Sacramento, CA. 95818
Tel: (916) 324-6202 – call for hours

2901 50th Street
Sacramento, CA 95817
Tel: (916) 227-0301 – call for hours

7011 Sylvan Rd, Suite A
Citrus Heights, CA 95610
Tel: (916) 676-2540 – call for hours

7000 Franklin Blvd, Suite 540
Sacramento, CA 95823
Tel: (916) 563-5151 – call for hours

1000 "C" Street, Suite 100
Galt, CA 95632
Tel: (209) 744-7702 – call for hours

5655 Hillside Blvd, Suite 8
Sacramento, CA 95842
Tel: (916) 263-4100 – call for hours

**** TYPING CERTIFICATES MUST BE SUBMITTED WITH
ORIGINAL EMPLOYMENT APPLICATION****